

California Housing Finance Agency Job Opportunity

Office Assistant (Typing) Operations Unit

Salary Range	\$2003-2641
Final File Date	December 23, 2005
Division	Fiscal Services Division, Operations Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Travel	None
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Individuals who are currently in this classification, eligible for lateral transfer or have list eligible. Applications will be screened and only those that best meet the requirements of the job will be considered.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034
Duties <i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i> <i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i>	<p>Under the supervision of the Senior Accounting Officer (Supervisor), the Office Assistant acts as receptionist to the Fiscal Services Division. Duties include:</p> <p><u>Essential Functions:</u></p> <p>50% Accounting Office Receptionist – Answers all calls for unavailable staff in the Accounting Office, takes messages, researches requests, or directs calls to appropriate areas or individuals. Receives all mail for the Accounting Office. Sorts and distributes to the appropriate desk.</p> <p>40% Prepares claim schedules for submission to the State Controller's Office. Prepares check requests and key enters to the Agency check writing system. Key enters to expense ledgers and prepares monthly reports for management.</p> <p><u>Marginal Functions:</u></p> <p>10% Updates various State manuals and prepares correspondence for the Supervisor and Comptroller. Other duties as required.</p>
2/18/05	